



City of South Bend

Vacancy Announcement

Post Date: Tuesday, June 24, 2014

Closing Date: Thursday, July 3, 2014

RECREATION AIDE

Category: Part-time/Non-exempt/Non-Bargaining

Department: Parks

Reports To: Center Director

Shift: Hours may vary, Monday through Friday, some evenings, weekends and holidays

Pay Rate: \$10.00 per hour

Position: **SUMMARY**

Conducts or assists with recreation programs, sports and related park activities and special events. Assists in the planning, implementing, and promoting of recreation programs for youth and adults. Promotes the safety of patrons who utilize the parks, facilities and its programs. Maintains order at recreation facilities during organized activities. Provides customer service and enforces parks and recreation rules and regulations.

SUPERVISION EXERCISED

Enforces parks and recreation rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serves as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Leads and/or monitors various activities in arts and crafts, sports and games.
- Promotes neighborhood and community recreation events.
- Requests, issues, and monitor the return of playground and athletic equipment; checks equipment for proper care and use.
- Compiles simple written records related to assigned programs or facility.
- Responsible for the day to day cleanliness of the Recreation Center by performing light facility maintenance and custodial duties including, but not limited to lifting, sweeping, disposing of waste, vacuuming, and washing windows.
- May assist with various programs. These duties may include supervision, coaching, umpiring, refereeing, scorekeeping or others.
- Assists in enforcing Recreation Center policies to the patrons.
- Follows all applicable safety rules and regulations.

- Maintains daily reports.
- Assumes additional duties and responsibilities as assigned. Duties may include but are not limited to umpiring youth leagues, scorekeeping, timers, special events, camps, office assistants and special events. Performs other duties as deemed necessary.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent required;
- Background in the field of recreation or youth programs, preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively and work with patrons of all ages in various programs;
- Ability to understand and carry out instructions;
- Ability to learn simple office and record keeping skills;
- Ability to work a flexible schedule, possibly weekends and evenings

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License; CPR Certification and standard first aid or able to obtain within 30 days of employment.

EQUIPMENT

Pick up truck, tractors, mowers, chain saw, weed trimmer, pumps, sprinklers, edger, portable radio, phone, telephone, hand, and power tools.

WORK ENVIRONMENT

The employee may work indoors and outdoors. Conditions indoors will be in a temperature controlled environment, but exposed to changing weather conditions outdoors and to dust and fumes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear. The employee is required to walk, bend and lift; use hands to finger, handle, or feel objects, tools, controls, and reach with hands and arms. The employee is occasionally required to climb, balance; stoop, kneel, crouch, and crawl. On limited occasions, the employee may be required to walk or stand for short periods. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required

Criminal background check required